

GRADUATE SCHOOL OF BUSINESS ADMINISTRATION

HARVARD UNIVERSITY

REF-0290

November 15, 1973

STATINTL

[redacted]
Deputy Chief, Plans & Applications Br.
Central Intelligence Agency
Washington, D.C. 20505

STATINTL

Dear [redacted]

I am pleased to inform you that the Admissions Committee has admitted you to the Twenty-seventh Session of the Program for Management Development. We look forward to your active participation in PMD and are hopeful that you will find it to be a rewarding, educational experience.

Registration day will be Wednesday, February 6, 1974. The schedule is as follows:

9:00 a.m. - 4:00 p.m. - Registration, Hamilton Hall Lounge
4:30 p.m. - Class Meeting
5:00 p.m. - Cocktails, Hamilton Lounge
6:00 p.m. - Dinner, Kresge Hall, 2nd Floor

Classes will normally be held six days each week beginning on Thursday, February 7. Recesses are planned for:

Thursday noon, March 7, until start of classes Wednesday, March 13.

Thursday noon, April 11, until start of classes Wednesday, April 17.

Participants are expected to attend the last class before a recess as well as the first class after a recess.

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The success of the program for you and the entire class depends upon the day-to-day contribution of each man from his own knowledge and experience to the discussion groups and class meetings. Each class activity and event has been planned to utilize the background brought to this session by you and each participant. Your sponsor has been requested to be certain that you will be free from all job responsibility during the program so that you can take part fully in each day's schedule, Monday through Saturday.

The charges for the Program for Management Development for the Spring 1974 Session will be as follows:

Tuition	\$3,800.00
Room and Board	935.00
Class Association Dues	150.00

Graduation Week will be May 13-15. This week is designated as Wives Week, and almost all wives attend. Graduation will be Wednesday, May 15.

Please advise us of your acceptance of your place in the Spring 1974 Session by completing the enclosed card and returning it to us by return mail.

To prepare for your registration in PMD, we would appreciate your returning to us as soon as possible the enclosed telephone form plus sixteen 2 1/2-inch by 2 1/2-inch head and shoulder photographs.

The enclosed Memorandum of Information will help to answer a number of questions concerning your participation. Please feel free to write me if there is anything we can do to assist you in coming to the School.

We look forward to your arrival on February 6.

Most sincerely,

Joseph J. O'Donnell

JOD:lc
Enclosures

cc. RG/TR

HARVARD UNIVERSITY

DTG-9390

November 15, 1973

STATINTL

[redacted]
Communications Engineer
Central Intelligence Agency
Registrar, Office of Training
Washington, D.C. 20505

STATINTL

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Joseph J. O'Donnell

JOD:lc
Enclosures

cc: LBT/R

GRADUATE SCHOOL OF BUSINESS ADMINISTRATION DTR-9159

GEORGE F. BAKER FOUNDATION

Handwritten signature

JOSEPH J. O'DONNELL
Administrative Director
Program for Management Development

SOLDIERS FIELD
BOSTON, MASSACHUSETTS 02163

October 16, 1973

Mr. Alfonso Rodriguez
Director of Training
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Rodriguez:

STATINTL

This will acknowledge receipt of applications on behalf of
Mr. [REDACTED] for the Spring 1974
Session of the Program for Management Development.

Applications are being reviewed this month and Committee decisions
will be mailed in mid-November.

Sincerely,

Handwritten signature of Joseph J. O'Donnell
Joseph J. O'Donnell

JOD:lc

24 September 1973

Mr. Joseph J. O'Donnell, Administrative Director
Program for Management Development
Harvard University
Graduate School of Business Administration
Soldiers Field
Boston, Massachusetts 02163

Dear Mr. O'Donnell:

The Central Intelligence Agency is pleased to nominate two career officers, Mr. [REDACTED] to attend the Spring 1974 Session of the Program for Management Development beginning 6 February 1974.

STATINTL

I am enclosing the completed applications and company sponsorship forms for Messrs. [REDACTED]

STATINTL

Please forward correspondence for our nominees in a covering envelope addressed to the Registrar, Office of Training, Central Intelligence Agency, Washington, D.C. 20505.

Sincerely,

(signed)

Alfonso Rodriguez
Director of Training

Enclosures

STATINTL

ES-TSB: [REDACTED]:maq (24 Sept 73)
Distribution:

- Orig - Adse w/Encls
- 1 - TR/OC
- 1 - TR/NPIC
- 2 - DTR
- 1 - CCS w/Encls
- 1 - R/TR w/Encls
- 2 - ES-TSB w/Encls

HARVARD UNIVERSITY

GRADUATE SCHOOL OF BUSINESS ADMINISTRATION

GEORGE F. BAKER FOUNDATION

WOODFORD L. FLOWERS
Administrative Director
Program for Management Development

SOLDIERS FIELD
BOSTON, MASSACHUSETTS 02163
AREA CODE 617
495-6486
495-6487

July 16, 1973

STATINTL [REDACTED]
Director of Training
Central Intelligence Agency
Washington, D. C. 20505

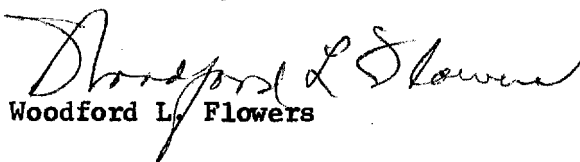
STATINTL Dear [REDACTED]

The Admissions Committee will review applications for the Spring Class of the Program for Management Development during October. I hope that The C. I. A. will have nominees and that we might receive the applications by October 1, 1973.

The Spring Class will start on February 6, 1974, and end on May 15, 1974.

Mr. Joseph J. O'Donnell has assumed the position of Administrative Director of the Program for Management Development as of July 1. I have become Director of Short Executive Education Program Administration at the School. I am sure you will enjoy working with Joe on PMD and I look forward to continuing to work with you on our other executive programs.

Most sincerely,


Woodford L. Flowers

WLF:lc

STAT

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